Agency	Division/Unit				
Ocean City	Fire Marshal				
NO NO	DESCRIPTION		RETENTION		
1.	Inspection Reports 1968 - 1999 - contains: Drawings; correspondence. Ca history and action. Complaint Report. Smo Detector Certification Form. Fire Alarm Rep Inspection Report; Supplemental Inspection Report;	oke port;	Screen annually, destroy material having no further legal, administrative fiscal or operational value.		
2.	Drawings Building 1985 - 1995 - drawings of various buildings used to local Sprinkler Systems; Fire Alarms; Routes; H\ Systems; etc.		Screen annually, destroy material having no further legal, administrative fiscal or operational value.		
3.	Subject Files 1994 to 1999 - contains: Hazardous Material Response; Special Hazards. Correspondence; Yearly Inspection Reports; Tickets/Summons. Emergency Generators; Newspaper Items; Smoke Detectors. Incident Reports; Portat Radio Inventory; Bonfires; Fireworks Permietc.	le	Screen annually, destroy material having no further legal, administrative fiscal or operational value.		
4.	Investigation Reports 1971 to 1999 - contains: Correspondence; District Court Arrest Warrant; Police Report. Fire Activity Report; Complaint Report; Investigation Reports. Violation Notice; Photos; Court C Pending, Civil/Criminal; Closed Arson Fires Explosives Investigations; Bomb Threats; Vehicle Fires; Aviation Intelligence; Extrem Groups. etc.	ases ;;	Retain for 10 Years, then destroy.		
APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION			DULE AUTHORIZED BY E ARCHIVIST		
DATE 2/14/00		DATE APR 1 1 2000			
SIGNATURE Skull			32		
TYPE NAME S.E. Villani, Jr.		SIGN	ATURE Stward C. Paperfix)		
TITLE Fire Marshal			•		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	Page Of			
1. DEPARTMENT/AGENCY DEPARTMENT/AGENCY	2. DIVISION FIRE MARShall	3. UNIT			
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well 22 retention and disposition purposes.			
4. RECORD SERIES TITLE //Spection Repor	1/3	5. EARLIEST YEAR / LATETEST YEAR 1968 TO 1999			
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)			
CONTAINS: DRAWINGS; COTTESPONDENCE CASE					
HISTORY + ACTION. COMPLAINT REPORT - SMOKE REPORT, INSPECTION REPORT - Supplemental INSPECTION REPORT.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE .	9. VOLUME Pile Drawer(s)			
Letter Size	Alphabetical	Microfilm Ree! (s) Computer Table (s)			
□ Legal Size □ Computer Tape	Numerical	160 OTher (Specify) BIXES			
□ Bound Book □ Floppy Disk	🗅 . Chronological	Number C. F			
De Audio Tape De Video Tape Other (Specify) DE HUDING	Geographical Other (Specify)	10. ANNUAL ACCUMULATION File Orawer (s) Microfilm Reel (s). Computer Tabe(s)			
	White Up Speet	Other (Specify) Number			
1. FILE IS USED	12. FILE BECOMES INACTIVE AFTER				
Daily Daily Monthly					
3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)				
attag HAN-2xx Floor	□ Yes □ No				
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS				
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent			
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETEI Destroy material having no				
□ Yes □ No	further legal, administrative fiscal or operational value.				
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	· " -			

550-4 (Revised 1/93)

	y			
<u>INSTRUCTIONS</u> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY		
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
OCEAN CITY	Fire Masshall			
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE BUILDING	•	5. EARLIEST YEAR / LATETEST YEAR 1985 10 1995		
DKHWW93				
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	•	!!		
DRAWINGS OF VAR SPTINKLET SYST	YOUS Buildings	used to locate		
Sprinkler Sus	tems: Fro Alas	We - Evention		
Pointer	- THE MAIN			
Routes; Hunc	systems; etc.			
		·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Drawer(s)		
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ Microfilm Ree! (s) ☐ Computer Jape (s)		
□ Legal Size □ Computer Tape	□ Numerical	15 so Other (Specify) STACKS		
□ Bound Book □ Floppy Disk	☐ Chronological	Number C.F.		
□ Audio Tape □ Video Tage	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)		
e-Other (Specify) DBAWINGS	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)		
* .		Other (Specify)		
		Number		
11. FILE IS USED As Needed	12. FILE BECOMES INACTIVE AFTER			
☐ Daily ☐ Weekfy ☐ Monthly	CI !	Month(s) Year(s)		
:3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)		
Hy HAVI- Zed Floor	□ Yes □ No			
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS				
□ Yes □ No	□ None □ State □ F	ederal Independent		
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETEN			
□ Yes □ No	Destroy material			
- 100 NO	further legal, administrative fiscal or operational value.			
.9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER			
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550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY				
SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 3 01 4				
	V.S. 507 27 VESSO, MINUTERIO 20134					
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT				
OCEAN CITY	FIRE MARSDALL					
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.				
4. RECORD SERIES TITLE SUBJECT FILES		5. EARLIEST YEAR / LATETEST YEAR				
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
CONTAINS: HYZAKLOUS MATERIAL RESPONSE;						
Special Hazards - Correspondence - Jenaly						
INSPECTION REPORTS; TICKETS SUMMONS!						
EMergeray Trendrators; Newspaper Tems.						
Portable Kalin Westery Bout Reports;						
termis; erc.						
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)				
€ Letter Size ☐ Microfilm	Alphabetical	☐ Microfilm Ree! (s) ☐ Computer Tabe (s)				
□ Legal Size □ Computer Tape	□ Numerical	□ Other (Speciiy)				
□ Bound Book □ Floppy Disk	□ Chronologica!	Number				
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION ☐ File Drawer (s)				
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tabe(s)				
	Subvect	Other (Specify)				
		Number				
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·				
Daily Deekly G Monthly						
:3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office)					
sty Hall- and from	☐ Yes ☐ No					
:5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS					
□ Yes □ No	□ Yes □ No □ None □ State □ Federal □ Independent					
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)						
© Yes © No	Fiscal or operation					
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE				

550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	PageOf	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
ocean city	Fire MARSDAL)		
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
INVESTIGATION RED	orts	1971/10/1999	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of			
CONTAINS: COTTESP	preferce DISTING	Court Arrest	
WATTANT Police	heporto fire	Tetivity Begard-	
Complimed Regord	JINVESTIGITION !	reforts-	
VIOLATION NOTICE	2, PHOTOS, COM	T CASES YEARING	
CHILL COMINAL	Closed ARSON	FIRES;	
Explacting large	Stantions Bon	6 Thrasts-law	
PHOSIVESINICE	All March	in energial	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size	Alphabetical	File Drawer(s) Microfilm Reel (s)	
☐ Legal Size ☐ Computer Tape	Numerical	Computer Tabe (5) Other (Specify)	
☐ Bound Book ☐ Floppy Disk	☐ . Chronological	Number C-F	
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION	
□ Other (Specify)	Other (Spesify)	☐ File Drawer (s) ☐ Microfilm Reel (s)	
	Year/Location	Computer Tape(s) Other (Specify)	
<u>;</u>		Number	
11. FILE IS USED AS Needed	12. FILE BECOMES INACTIVE AFTER	·	
Daily			
:3. CURRENT LOCATION(S) (Bldg., Floor, Room)	Number	E2. If you consity against or office)	
CATH HALL- QUAFTOOT	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ Yes □ No □ None □ State □ Federal □ Independent		
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. RECOMMENDED RETENTION REFORM For 10 YEARS			
□ Yes □ No	then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
·			

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